



# TIME-SAVING POWERPOINT TIPS

PPT 2007

# TIP 1

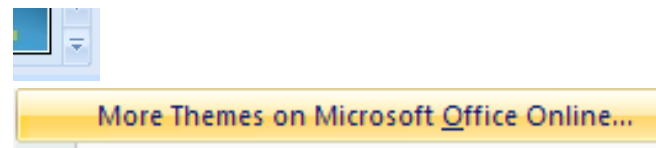
## COORDINATE LOOK OF SLIDES WITH A DESIGN THEME

Take5

Design

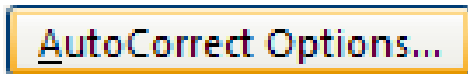
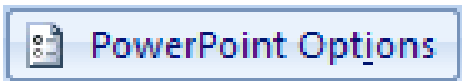
Select design from themes

*Or* browse themes (use Internet Explorer)



## TIP 2

## LET AUTOCORRECT (AC) WORK FOR YOU



Replace:	With:
dasd	Dover Area School District

Type key  
letters here



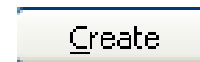
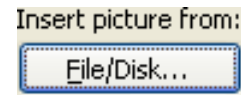
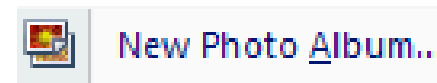
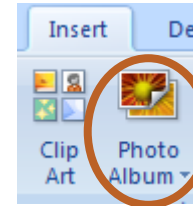
## Comments

1. AC entered in one Office program is available in other Office programs
2. Do not use letter combinations common to English language (i.e. "am" for Angie McWilliams)

# TIP 3

## CREATE A PHOTO ALBUM

- Insert/Photo Album
- New Photo Album (or edit if editing previously created album)
- Insert Pictures
- Create



**Use PhotoAlbum feature when each slide is to be its own photo (i.e. images from a Christmas program)**

## TIP 4

## ACCURATE PLACEMENT OF OBJECTS

## Objects

- WordArt
- Text Box
- Pictures
- Clip Art
- Shapes
- . . .

## Text Box



WordArt

## To Align

- Incrementally
- Alignment option

# TIP 5

## SLIDE MASTER

Take 5

### Global changes to all slides at one time

- Change fonts and colors for every slide
- Add clipart or picture to every slide
- Add footer or date to every slide

DASD Technology

View



Each one of these corresponds to slides under Home/Layout

